



DEC 20 2007

Washington, D.C. 20530

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM: Lee J. Lofthus  
Assistant Attorney General  
for Administration 

SUBJECT: Department of Justice Electronics Stewardship Program

Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," contains a number of environmental requirements for Federal agencies, one of which is using sound environmental practices in the acquisition, operation and maintenance, and end-of-life of electronic products. Many of the requirements in the EO are already required by statute and by the Federal Acquisition Regulations Part 23. In order to meet all of these requirements, the Department of Justice has developed a comprehensive Electronics Stewardship Program (ESP).

The attached ESP was developed by the Justice Electronics Stewardship Team, with representation from environmental programs, procurement, information technology (IT), and property management. The document defines the minimum requirements for electronics stewardship throughout the life cycle of the product and provides a departmentwide strategy and a variety of resources for implementing an effective ESP. It is designed to be a web-based, user friendly resource that can easily be updated to include new requirements, procedures and information. The ESP can be accessed electronically at [www.usdoj.gov/jmd/pe/envproc.htm](http://www.usdoj.gov/jmd/pe/envproc.htm) and should be used by all components.

If your staff has any questions or needs additional information, please have them contact your respective environmental, procurement, IT or property management representatives. In addition, they may contact Renae Steichen, Environmental Protection Specialist, Facilities and Administrative Services Staff (FASS), on (202) 514-0423 or via e-mail at [renae.steichen@usdoj.gov](mailto:renae.steichen@usdoj.gov) or Dawn Gunning, Environmental Program Manager, FASS, on (202) 353-0761 or via e-mail at [dawn.gunning@usdoj.gov](mailto:dawn.gunning@usdoj.gov).

cc: DOJ Environmental Stewardship Council

Attachment

# Department of Justice Electronics Stewardship Plan



## Approval and Authority

The Department of Justice (DOJ) has designated the Assistant Attorney General for Administration to serve as the Agency Environmental Executive and as such will be responsible for the implementation of EO 13423, including the Electronics Stewardship Plan. The Agency Environmental Executive has responsibility for the key functions involved with electronics stewardship including, acquisitions, information technology, property management, and environmental management. DOJ Electronics Stewardship Plan is a web-based plan and will be updated as needed by the Justice Environmental Stewardship Team.

A handwritten signature in blue ink, appearing to read "Lee J. Lofthus", is written over a horizontal line.

Lee J. Lofthus, Assistant Attorney General  
for Administration

A handwritten date "12-20-07" in blue ink is written over a horizontal line.

Date

## Executive Summary

Electronics stewardship seeks to reduce the environmental and energy impacts of electronic product acquisition, operation, maintenance, and disposition through continual improvement of each of these life-cycle phases. Electronics stewardship was elevated to the level of a Presidential Executive Order (EO), for the first time in U.S. history, with the issuance of EO 13423, “Strengthening Federal Environmental, Energy, and Transportation Management” on January 24, 2007. The EO also sets goals in the areas of energy efficiency, acquisition, renewable energy, toxics reductions, recycling, sustainable buildings, water conservation, and fleet management. Subsequent “Instructions for Implementing Executive Order 13423,” issued by the White House Council on Environmental Quality on March 29, 2007, elaborated on the goals of electronics stewardship and required that all Federal agencies complete an Electronics Stewardship Plan.

The plan the Department of Justice (DOJ) has formulated herein addresses how DOJ will implement the goals of the three electronics life-cycle phases: acquisition, operations and maintenance, and end-of-life. These goals are:

1. Acquisition:

- Purchase electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered equipment that are rated "Silver" or higher, for products where EPEAT standards exist, unless exempt for mission critical considerations.
- Ensure applicable information technology (IT) contracts incorporate appropriate language for the procurement of EPEAT-registered equipment.

2. Operations and Maintenance:

- Enable Energy Star® features on 100 percent of computers and monitors or to the maximum degree possible based on mission needs.
- Extend the useful lifetime of electronic equipment to four or more years.
- Use EPA’s guidance to improve the operation and maintenance of electronics products.
- Implement procedures to ensure the timely reuse and donation of equipment departmentwide.

3. End-of-Life Management:

- Ensure that all non-usable electronic products are reused, donated, sold or recycled using environmentally sound management practices at end of life.
- Comply with General Services Administration (GSA) procedures for transfer, donation, sale, and recycling of electronic equipment.
- Use national standards, best management practices, or a national certification program for recyclers.

- Comply with GSA's Computers for Learning Program (CFL) under EO 12999 when transferring computers and other eligible equipment.
- Ensure IT contracts for leased equipment require that, at the end of the lease period, the equipment is reused, donated, sold, or recycled using environmentally sound management practices.

## **DOJ's History of Electronics Stewardship**

DOJ has already taken strides to accomplish the above goals since signing the Memorandum of Understanding (MOU) entitled *Promoting Sustainable Environmental Stewardship of Federal Electronic Assets* with a number of other Federal agencies in November 2004. The MOU was superseded by EO 13423, and as such, this plan will only reference the EO. In early 2005, DOJ established an internal electronics stewardship committee with representation from acquisitions, property management, information technology and environmental management. Today, the committee is currently referred to as the Justice Electronics Stewardship Team (JEST) and has representation from the four key functional areas. In April of 2007, DOJ Environmental Stewardship Council was formed to foster compliance with EO 13423 at a departmental level. As such, the Council will be kept apprised of the electronics stewardship requirements and assist where necessary.

DOJ is a participant in the Federal Electronics Challenge (FEC), a voluntary partnership program that supports Federal agencies in reducing the environmental impact of their electronics purchase, use, and disposal and has had a number of accomplishments over the past three years. In acquisitions, DOJ purchased \$13 million of EPEAT-Silver rated computers and monitors in fiscal year 2007. To promote responsible use of computers, Energy Star energy saving features are enabled on all new computers and monitors. DOJ has also implemented a responsible end-of-life program of recycling electronics through DOJ's Federal Prison Industries (UNICOR) program and reusing computers through the Computers for Learning Program. DOJ works cooperatively with UNICOR at the National Capital Recycling Center to provide an electronics recycling option to other Federal agencies in the Washington, D.C. area.

This plan outlines the additional steps DOJ intends to take to fully comply with EO 13423. The JEST is integral to the implementation of the electronics stewardship activities throughout DOJ and will continue to educate employees within their respective departments on the importance of EO 13423. The team will now focus on meeting the electronics stewardship goals of EO 13423, while simultaneously bolstering DOJ participation in the FEC program as one mechanism for attaining those goals. DOJ will also continue to provide representation on the Federal Electronics Stewardship Work Group (FESWG) to coordinate efforts with other Federal agencies.

## TABLE OF CONTENTS

Executive Summary	ii
Department of Justice’s History of Electronics Stewardship	iii
Introduction	1
1.0 PURPOSE AND AUTHORITIES, APPLICABILITY, GOALS, ROLES, AND RESPONSIBILITIES AND DEFINITIONS	2
1.1 Purpose and Authorities	2
1.2 Applicability	2
1.3 Goals	2
1.3.1 Acquisition	3
1.3.2 Operations and Maintenance	3
1.3.3 End-of-Life Management	3
1.4 Roles and Responsibilities	4
1.4.1 DOJ Environmental Executive	4
1.4.2 Bureau Heads	4
1.4.3 DOJ Chief Information Officer	4
1.4.4 IT Technical Staff	4
1.4.5 DOJ Procurement Executive	5
1.4.6 Bureau Procurement Chief	5
1.4.7 Contracting Officers	5
1.4.8 Procurement Request Originators	5
1.4.9 Facilities and Administrative Services Staff Director	6
1.4.10 Property Management Staff	6
1.4.11 Environmental Program Staff	6
2.0 ELECTRONICS STEWARDSHIP PROGRAM	7
2.1 Acquisition of Electronic Products	7
2.1.1 Current Acquisition Policies and Practices	7
2.1.2 Proposed Acquisition Policies and Practices	7
2.2 Operation and Maintenance (O&M) of Electronic Products	7
2.2.1 Current O&M Policies and Practices	7
2.2.2 Proposed O&M Policies and Practices	8
2.3 End-of-Life Management of Electronic Products	8
2.3.1 Current End-of-Life Policies and Practices	8
2.3.2 Proposed End-of-Life Policies and Practices	9
3.0 ELECTRONICS STEWARDSHIP PROGRAM PROMOTION AND EDUCATION	9
3.1 DOJ Electronics Stewardship Team	9
3.2 Training	9
3.2.1 Websites	9
3.2.2 Targeted E-Mail	10
4.0 ELECTRONICS TRACKING AND REPORTING	10
4.1 Federal Electronics Stewardship Work Group (FESWG)	10
4.2 Tracking and Reporting	10

<b>APPENDIX A – PROPOSED ELECTRONICS STEWARDSHIP MILESTONES</b>	<b>11</b>
<b>APPENDIX B – PROPOSED ELECTRONICS STEWARDSHIP CONTRACT ACTIONS</b>	<b>14</b>
<b>APPENDIX C – SAMPLE CONTRACT LANGUAGE FOR EPEAT</b>	<b>15</b>
<b>APPENDIX D – END-OF-LIFE ELECTRONICS MANAGEMENT UNDER THE FEDERAL MANAGEMENT REGULATION</b>	<b>16</b>
<b>APPENDIX E – FEDERAL DISPOSITION PROCESS TIMELINE</b>	<b>17</b>
<b>APPENDIX F – WEBSITES FOR THE THREE LIFE-CYCLE PHASES</b>	<b>18</b>
<b>APPENDIX H– DEFINITIONS</b>	<b>19</b>
<b>APPENDIX I – ACRONYMS</b>	<b>21</b>

## Introduction

The Department of Justice (DOJ) is committed to the principles and practices of electronics stewardship. Electronics stewardship seeks to reduce the environmental and energy impacts of electronic product acquisition, operation, maintenance, and disposition through continual improvement of each of these life-cycle phases. According to the Office of the Federal Environmental Executive (OFEE), used electronics represents the fastest growing portion of the country's waste stream, and only 13 percent of electronics in the U.S. are recycled. Electronic products contain not only toxic substances that can pollute groundwater, but also precious metals that require enormous amounts of energy to mine. Proper end-of-life management of electronics keeps toxics out of landfills and recovers metals for remanufacturing.

On January 24, 2007, President George W. Bush elevated electronics stewardship to the level of Executive Order (EO), with the issuance of [EO 13423, "Strengthening Federal Environmental, Energy, and Transportation Management"](#). This action was not only a response to the environmental challenges posed by the use of electronics, but also a call to the government to lead by example. As the single largest purchaser of electronics in the world, the U.S. Government produces 10,000 obsolete computers every week, according to OFEE. Being the government's fourth largest civilian agency purchaser of Information Technology (IT) products and services, DOJ contributes a considerable share of computers to that number. In fiscal year 2007, DOJ's annual budget for IT products and services was approximately \$2.5 billion. By improving its management of electronics, DOJ will strive to be part of the solution to the electronic waste stream issue, as well as to the many other challenges presented by the proliferation of electronic products. From reduced energy usage to prolonged computer life to increased materials recycling - these are the results that DOJ expects as it applies good stewardship practices and continually improves upon them.

## **1.0 PURPOSE AND AUTHORITIES, APPLICABILITY, GOALS, ROLES AND RESPONSIBILITIES, AND DEFINITIONS**

### **1.1 Purpose and Authorities**

The purpose of DOJ Electronics Stewardship Plan (ESP) is to implement sound environmental practices for the three life-cycle phases of electronic products: acquisition, operations and maintenance, and end-of-life management. Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management”, requires that all executive agencies accomplish the following: acquire Electronic Product Environmental Assessment Tool (EPEAT)-registered electronics for 95 percent of purchases where the EPEAT standard is available; enable the Energy Star features on 100 percent of computers and monitors; establish and implement policies to extend the useful life of electronics; and use environmentally sound procedures for the disposition of electronics that have reached the end of their useful life.

The ESP will: a) enhance and expand existing DOJ sustainable practices in order to comply with EO 13423, b) reduce energy consumption, c) reduce toxics disposal related to electronics, and d) save money through reduced energy consumption and increased electronics life expectancy. In all aspects of its acquisitions and operations DOJ aspires to be a good steward of the earth’s resources and a wise manager of the taxpayers’ dollar. The ESP will help advance both roles.

### **1.2 Applicability**

The ESP outlines policies that apply to all of DOJ, including its bureaus, program offices, operations offices, sites, and applicable contractors for all three electronics lifecycle phases. The ESP applies to all DOJ employees since virtually all employees have access to a computer. The policies apply to all DOJ IT acquisitions except where agencies determine that they are not eligible to comply with some or all of the goals of the EO because of security, emergency support, or other sensitive/mission critical considerations.

### **1.3 Goals**

Section 2(h) of EO 13423 enumerates the goals of the three electronics stewardship life-cycle activities: acquisition, operations and maintenance, and end-of-life management. The “Instructions for Implementing Executive Order 13423”, issued on March 29, 2007, elaborated on these goals, specifying what percentage of EPEAT product acquisition (95 percent) and Energy Star enablement (100 percent) each agency shall undertake; the minimum timeframe for in-house agency computer usage (four years); and acceptable partners for electronics recycling. Below are the means by which DOJ will implement each of the goals of EO 13423.



### 1.3.1 Acquisition

DOJ will purchase EPEAT-registered electronics for products that have EPEAT standards, unless exempt for mission critical considerations. The [Electronic Product Environmental Assessment Tool \(EPEAT\)](#) is an application that helps purchasers rank electronic products based on their environmental attributes. Currently, EPEAT has registered only desktop computers, monitors, and notebooks. In the future EPEAT, plans to add other electronics to its registry, although no timeframe has been established yet. DOJ will add those products to its acquisition requirements when they are registered with EPEAT.

DOJ will follow FAR 23.706 Alternate Clause 1 to procure EPEAT Silver-rated electronic products or higher if available. EPEAT evaluates electronic products according to three tiers of environmental performance: Bronze, Silver and Gold. The complete set of performance criteria includes 23 required criteria and 28 optional criteria in eight categories. To qualify for acceptance as an EPEAT product, it must conform to all the required criteria. Manufacturers may pick and choose among the optional criteria to boost their EPEAT baseline to achieve a higher-ranking level.

Where no EPEAT standards exist, DOJ will purchase [Energy Star® products](#) or other energy-efficient items listed on the Department of Energy's [Federal Energy Management Program \(FEMP\)](#) Product Energy Efficiency Recommendations product list as required by the [Federal Acquisition Regulation \(FAR\) Part 23.203](#). Environmentally friendly electronic products can also be found through [My Green Electronics](#).

### 1.3.2 Operations and Maintenance

DOJ's goal will be to reduce its energy usage by enabling the Energy Star® feature on 100 percent of computers and monitors, or to the maximum degree based on agency mission needs. DOJ will strive to extend the useful life of electronics within the Department to a minimum of four years. DOJ will use [EPA's guidance](#) to improve the operation and maintenance of electronics products. In print and copy services, DOJ will promote electronic alternatives and best practices for printing/copying, such as utilizing the double-sided feature. In addition, DOJ will continue to follow the [Federal Management Regulation \(FMR\)](#) for the reassignment of electronic equipment within the Department, and its transfer to certain eligible institutions and the Federal community.

### 1.3.3 End-of-Life Management

DOJ will continue to follow the FMR for the donation, sale, and recycling of electronic equipment no longer needed by the Federal Government. DOJ will make maximum use of its program to donate used electronics through its [Justice for Schools](#) program, a part of the [Computers for Learning \(CFL\)](#) program. When electronics are unable to be reused, DOJ will dispose of them through the Federal Prison Industries ([UNICOR](#)) electronics recycling program, [Recycling Electronics and Asset Disposition \(READ\)](#) Services Contract, or other environmentally responsible recycler such as the EPA's [Plug-In to eCycling](#). DOJ will perform due diligence to insure that the electronic products that have reached the end of their useful life

are recycled by companies or organizations that use environmentally sound management practices. DOJ will seek assurance that those organizations that refurbish and re-sell used DOJ electronics have a “take back” guarantee when those resold products reach their end-of-life.

## **1.4 Roles and Responsibilities**

### **1.4.1 DOJ Environmental Executive**

- Authorizes, and provides Departmental leadership for, the Electronics Stewardship Program (ESP);
- Serves as DOJ Senior Designated Official responsible for implementing EO 13423; Serves as the Chief Acquisition Officer (CAO) and exercises full Departmentwide contracting and procurement authority in the electronics purchasing area;
- Directs the issuance of ESP policies and guidance;
- Submits reports on DOJ’s progress toward meeting the goals of the ESP to the Office of the Federal Environmental Executive (OFEE) and the Office of Management and Budget as required;
- Implements an awareness program to promote electronics stewardship;
- Serves as Chair on DOJ Environmental Stewardship Council which ensures Departmentwide implementation of environmental programs, including the Electronics Stewardship Plan.

### **1.4.2 Bureau Heads**

- Promoting DOJ’s ESP;
- Providing guidance on ESP implementation;
- Implement and operate the ESP in a manner that meets or exceeds the requirements of all relevant laws, regulations, and Executive Orders.

### **1.4.3 DOJ Chief Information Officer**

- Supervises and coordinates the design, acquisition, maintenance, use, and disposition of information and IT by DOJ agencies;
- Monitors the performance of DOJ’s IT programs and activities;
- Consults and concurs with the AAG/A on ESP policies and guidance;
- Consults with the Department's Chief Financial Officer to assure that DOJ’s IT programs and activities are carried out in a cost-effective manner;
- Issues policies and guidance on the IT programs and activities.

### **1.4.4 IT Technical Staff**

- Receive training on the requirement to implement all three life-cycle phases of electronics stewardship;
- Administer contracts containing ESP requirements based on EO 13423;

- Coordinate efforts to ensure that Energy Star® features are enabled on computers and monitors;
- Coordinate efforts to ensure that IT contractors, including help desk personnel, are aware of and adhere to the electronics stewardship operations and maintenance requirements.

#### **1.4.5 DOJ Procurement Executive**

- Monitors the Department's progress with the ESP;
- Issues procurement policies and regulations for the electronics stewardship requirements;
- Ensures all appropriate acquisition courses incorporate electronics stewardship training, and that such training is tracked;
- Enumerates best acquisition practices for electronics stewardship;
- Prepares reports on DOJ's contract awards from the FPDS-NG.

#### **1.4.6 Bureau Procurement Chief**

- Ensure that contracting personnel are trained in the requirements of electronics stewardship and the related Federal Acquisition Regulation (FAR) and DOJ Acquisition Regulation (JAR) requirements, and such training is tracked;
- Support and implement the Department's electronics stewardship goals and performance metrics as outlined in the ESP.

#### **1.4.7 Contracting Officers**

- Adhere to the requirements of the ESP as required by EO 13423 and the [FAR Part 23.703](#);
- Ensure that applicable FAR clauses on Energy Star® and EPEAT (when issued) purchases are inserted appropriately in all new solicitations and contracts;
- Ensure that applicable FAR language and clauses on Energy Star® and EPEAT (when issued) purchases are included when modifying existing contracts;
- Provide guidance to program/technical personnel on applicable procurement requirements and clauses relative to electronics purchasing;
- Ensure that vendors are familiar with ESP requirements contained in their solicitations/contracts;
- Review with appropriate vendors their role in the procurement of EPEAT-registered products during the initial contract kickoff and reinforce with the contractor when appropriate during contract performance.

#### **1.4.8 Procurement Request Originators**

- Ensure that relevant electronics stewardship requirements are identified prior to submission to the contracting officer or other source of supply;
- Consult with contracting, environmental, and energy personnel to improve and enhance statements of work or specifications that incorporate electronics stewardship requirements of EO 13423;

- Use available boilerplate specifications and model templates for contracts as appropriate.

#### **1.4.9 Director of Facilities and Administrative Services Staff**

- Oversees functions of environmental management and property management to ensure the goals of the ESP are met;
- Ensures that resources are identified to fully implement the ESP according to the requirements of EO 13423.

#### **1.4.10 Property Management Staff**

- Follow the Federal Management Regulation (FMR) for the reuse, transfer, donation, sale, and recycling of electronics;
- Dispose of computers through UNICOR or READ contracts when available. If disposed of through a different source, determine if the electronics recyclers are using sound environmental and social practices;
- Property Management Officers (PMOs) will facilitate implementation of the ESP within their respective components.

#### **1.4.11 Environmental Program Staff**

- Environmental Program Manager chairs the JEST and coordinates its meetings;
- Facilitates communications between functional areas within DOJ related to the ESP;
- Represents DOJ on Federal Electronics Stewardship Work Group (FESWG);
- Facilitates the implementation of the ESP;
- Promotes the Federal Electronics Challenge (FEC) throughout DOJ and completes associated reporting.

## **2.0 ELECTRONICS STEWARDSHIP PROGRAM**

DOJ already undertakes many sustainable practices, and has various established policies, to further the goals of the three life-cycle phases of electronics stewardship. However, in order to comply with the requirements of EO 13423, DOJ plans to implement additional environmentally sound policies and practices. Below is a list of current and proposed sustainable policies and practices that address how DOJ will coordinate with the energy, IT, acquisition, financial, property, and facility personnel to accomplish the goals in section 2(h) of EO 13423.

### **2.1 Acquisition of Electronic Products**

#### **2.1.1 Current Acquisition Policies and Practices**

To acquire environmentally sound electronics, DOJ:

- Has issued Procurement Guidance Document 08-01 that requires the procurement of EPEAT, Energy Star®-labeled and Federal Energy Management Program (FEMP)-recommended products where available;
- Provides a preference for EPEAT, Energy Star® and FEMP products in all contracts through the DOJ Green Purchasing Program (GPP);
- Gives preference to products that are more energy efficient in its DOJ Acquisition Regulation (JAR);
- Specifies Energy Star® and FEMP-related products in IT solicitations, and
- Includes FAR Part 23.703 in IT solicitations.

#### **2.1.2 Proposed Acquisition Policies and Practices**

In order to fully comply with the requirements of EO 13423, DOJ plans to:

- Issue as appropriate, IT solicitations that include as an evaluation factor the ability of vendors to provide EPEAT-registered products, and
- Include EPEAT requirements in DOJ blanket purchase agreements (BPA's) and indefinite delivery, indefinite quantity (IDIQ) contracts;
- Procure at least 95 percent EPEAT-registered products where that standard exists; and
- Purchase EPEAT Silver rated electronic products or higher if available.

### **2.2 Operation and Maintenance (O&M) of Electronic Products**

#### **2.2.1 Current O&M Policies and Practices**

To operate, maintain, and extend the useful life of electronics in an environmentally responsible manner, DOJ:

- Enables Energy Star® features on desktop and laptop computers during initial installation at individual workstations;
- Coordinates with respective property management officer to follow the Federal Management Regulation (FMR) for appropriate end-of-life management; and
- Extends maintenance contracts for electronics from a three year life span to a four year life span.
- Includes language in IT service contracts and leases that support EPEAT-registered products and Energy Star® features; and

## **2.2.2 Proposed O&M Policies and Practices**

In order to fully comply with EO 13423, DOJ will:

- Review Departmental policies on operation and maintenance of electronic products, revising them as applicable to include [EPA's guidance](#);
- Develop a policy to enable Energy Star® features on computers that are currently not enabled (except for those systems and computers that are exempt for mission-critical or security reasons);
- Train component IT staff to use energy-saving techniques;
- Develop policy and guidance for increased internal use and reassignment of computers if average lifespan is less than four years;
- Implement best practices to reduce energy consumption.
- Implement best practices to reduce resource consumption in printing/copying services as suggested in [EPA's guidance](#).

## **2.3 End-of-Life Management of Electronic Products**

### **2.3.1 Current End-of-Life Policies and Practices**

To manage electronics that have reached their useful end of life in an environmentally sound manner, DOJ:

- Follows the FMR for the donation, sale, and recycling of surplus electronics;
- Donates computers to schools through the Computers for Learning program;
- Recycles scrap electronics through U.S. General Services Administration (GSA), which utilizes contractors for recycling;
- Recycles through UNICOR, ensuring that environmentally sound end-of-life practices are followed. (Several [UNICOR institutions](#) across the country are ISO 9001- and IAER-certified {International Association of Electronics Recyclers}, and are seeking ISO 14001 certification); and
- Excess computers that could not be donated or transferred are committed to sale through GSA based on the Federal Asset Sales program.

### **2.3.2 Proposed End-of-Life Policies and Practices**

In order to fully comply with EO 13423, DOJ will:

- Request that GSA have purchasers of surplus electronics sign an agreement that they be able to show a “chain of custody” for electronics that are refurbished and resold, and that they have a “take back” program;
- Request that GSA verify that components and materials of equipment disassembled by contractors are recycled to the maximum extent possible and that the equipment was disassembled in a safe and environmentally-sound manner;
- Study the feasibility of leasing computers, with language in the contract that requires the vendor to recycle unusable equipment in an environmentally-sound manner, and have a take-back program for used, refurbished equipment.

## **3.0 ELECTRONICS STEWARDSHIP PROGRAM PROMOTION AND EDUCATION**

### **3.1 DOJ Electronics Stewardship Team**

DOJ has formed an in-house Justice Electronics Stewardship (JEST). The JEST will be headed by Facilities and Administrative Services Staff (FASS), or designee, and will be composed of DOJ staff from those program areas having responsibilities under this plan. JEST will address implementation issues and will report to DOJ Environmental Stewardship Council.

Additionally, DOJ will use regular meetings of the following groups to promote awareness of, and seek guidance on, electronics stewardship: the Procurement Council, Property Managers Council, and IT Council.

### **3.2 Training**

Training efforts will occur continuously as needed. To date, awareness training has occurred at meeting forums through each functional area represented on the JEST. DOJ Green Purchasing Plan training will also incorporate the acquisitions part of the ESP. DOJ employees will be encouraged to attend outside training when available and as appropriate. Internal resources and forums will be used, including existing training classes and meetings, the HRA Connection Newsletter, and others.

#### **3.2.1 Websites**

DOJ has incorporated electronics stewardship information into various internal and public websites. DOJ internal environmental programs website will include information on EO 13423,

DOJ internal environmental work groups, and internal memorandums. DOJ's [Environmental Programs website](#) links to EO 13423 and has a page devoted to electronics stewardship that includes the ESP and other helpful websites. The [Chief Acquisition Officer's website](#) also includes the ESP, along with DOJ's Green Purchasing Program, procurement guidance, and links to various websites to facilitate the purchasing of EPEAT and energy efficient electronics. DOJ has an ESP component on the [Office of the Chief Information Officer \(OCIO\) website](#) and intranet website in order to keep the IT workforce apprised of the goals and milestones related to the three life-cycle phases of electronics stewardship. These websites will be updated as appropriate to include various training materials, websites, and other relevant items.

### **3.2.2 Targeted E-mail**

Periodic network e-mails will be broadcast through "JCON" to remind employees to turn off monitors, printers, and workstations when not in use and where those practices are allowed.

## **4.0 ELECTRONICS TRACKING AND REPORTING**

Tracking and reporting on the progress DOJ is making toward reaching the electronics stewardship goals is a requirement of EO 13423. DOJ plans to develop a project plan for monitoring accomplishments in all three life-cycle phases by following guidance from OFEE and then elaborating the monitoring procedures with the JEST.

### **4.1 Federal Electronics Stewardship Work Group (FESWG)**

The Federal Electronics Stewardship Work Group (FESWG) was formed in 2005 in the Office of the Federal Environmental Executive (OFEE) as an interagency group focused on electronics stewardship. DOJ has participated in FESWG since its inception. The Implementing Instructions for EO 13423 state that FESWG will continue to convene under the direction of OFEE in order to promote agency implementation of the goals of the EO.

The Office of Management and Budget (OMB) will track the progress of meeting electronics stewardship requirements through revised Environmental Scorecards, scheduled to go into effect January 2008. DOJ will participate in a FESWG sub-workgroup formed to address the reporting procedure to be used in measuring progress toward meeting the electronics stewardship goals. Based on the findings and recommendation of this workgroup, DOJ will formulate the means to implement within the Department tracking and reporting procedures.

### **4.2 Tracking and Reporting**

The JEST will continue to work with FESWG, OMB and OFEE to determine the appropriate means to track and report Departmental progress in all three life-cycle phases of electronics stewardship: acquisition, operations and maintenance, and end-of-life.



**APPENDIX A  
ELECTRONICS STEWARDSHIP MILESTONES**

<b>Action Item</b>	<b>Individual Responsible for Execution</b>	<b>Target Date</b>	<b>Actual Date Complete</b>
<b>GENERAL</b>			
Assemble and conduct a “gap analysis” of existing policies, programs and Federal Management Regulations that address electronics stewardship goals.	Justice Electronics Stewardship Team (JEST)	May 2007	May 2007
Develop Implementation Plan for Electronics Stewardship Program (ESP) that addresses all three life cycle phases, available/planned resources, execution strategy and timelines.	JEST	June 2007	Draft May 2007; Final Draft DEC 2007
Implementation Plan signed by the Agency Environmental Executive.	FASS/Environment/AEE	DEC 2007	DEC 2007
Establish the Justice Electronics Stewardship Team (JEST) with representation from IT, purchasing, property management, facilities, and environment.	FASS/Environment	Update May 2007	FEB 2005, Updated May 2007
Assign responsibilities for implementing elements of the Implementation Plan	AEE	Draft May 2007	Final Draft ESP DEC 2007
Plan to educate key procurement, IT and property management staff on all elements of the Implementation Plan.	JEST	FY 2008	Ongoing
Strive to purchase EPEAT Silver rated electronic products or higher if available.	JEST	FY 2008	Ongoing
Begin semi-annual tracking/reporting of Agency progress in all three life cycle phases: <ul style="list-style-type: none"> <li>• Purchasing</li> <li>• O&amp;M</li> <li>• End of life</li> </ul>	JEST	FY 2008	
Agency wide measurement meets <b>50 percent</b> of *Target Electronics Stewardship Goals for entire Agency.	JEST	FY 2009	
Agency wide measurement meets <b>75 percent</b> of *Target Electronics Stewardship Goals for entire Agency.	JEST	FY 2010	
Agency wide measurement meets	JEST	FY 2011	

<b>100 percent</b> of *Target Electronics Stewardship Goals for entire Agency.			
<b>ACQUISITION</b>			
Revise Justice acquisition policies to include the EPEAT standard in IT equipment procurement.	Procurement	FY 2008	FY 2008
Incorporate EPEAT into procurement specifications, solicitations, and contracts.	Procurement	FY 2008	FY 2008
Promote EPEAT IT purchases among Purchase Card Holders.	Procurement	FY 2008	FY 2008
Address other IT products in DOJ Green Purchasing Program (GPP).	Procurement	CY 2008	DEC 2007
Establish policy and guidance to require life cycle cost analysis to assist in selecting products and services.	Procurement	CY 2007	DEC 2007
Educate Justice acquisition workforce on EPEAT and EPP purchasing.	Procurement	FY 2008	Ongoing
<b>OPERATIONS &amp; MAINTENANCE</b>			
Implement procurement policies and guidance for maximizing equipment life-cycle practices.	IT	FY 2008	
Include language in IT service contracts and leases that support EPEAT-registered products, ENERGY STAR features, environmentally sound management techniques, and extending product lifecycles.	IT	FY 2008	FY 2008
Establish Agency directive or guidance for power management.	IT	FY 2008-09	
Extend the useful lifetime of electronic equipment to four or more years.	IT	FY 2008	
Use EPA's guidance to improve the operation and maintenance of electronics products provided at <a href="http://www.federalelectronicchallenge.net/resources/docs/oandm.pdf">www.federalelectronicchallenge.net/resources/docs/oandm.pdf</a> .	IT	FY 2008	Ongoing
Implement procedures to ensure the timely reuse and donation of equipment.	PMS	FY 2008	FY 2008
Establish Agency directive or guidance for duplex printing	FASS/Environment	CY 2008	
Implement policy on double sided copying	FASS/Environment	CY 2008	

<p>Implement Best Management Practices (BMP) to reduce energy consumption, including:</p> <ul style="list-style-type: none"> <li>• After-hours shut down of non-critical equipment in coordination with network security</li> <li>• “Sleep mode” and “hibernate” configurations</li> <li>• ENERGY STAR® power management features as default</li> <li>• Evaluate and implement monitor and computer power management techniques and tools (e.g., EZ software)</li> <li>• Train employees on energy conservation</li> <li>• Implement other applicable BMPs</li> </ul>	IT	FY 2008-09	
<p>Educate DOJ component IT staff on energy conservation and on O&amp;M Electronic Stewardship Practices</p>	IT	FY 2008-09	

## **APPENDIX B**

### **PROPOSED ELECTRONICS STEWARDSHIP CONTRACT ACTIONS**

#### **DOJ Acquisition Regulations and Advisories**

Justice Acquisition Regulations and Advisories shall be amended as appropriate to implement the requirements of EO 13423 and the FAR (when issued) on purchasing EPEAT-registered products.

#### **Regulations**

DOJ will review its internal agency procurement supply, program, logistics procedures, plans, and directives and revise them as necessary to achieve the goals of EO 13423.

#### **Acquisition Planning**

EPEAT product requirements shall be considered during the acquisition planning stage. DOJ personnel involved in planning for acquisitions shall consider the use of designated EPEAT products from the beginning of acquisition planning in order to meet the mission.

#### **Specification Review/Revision**

Agency program offices shall review and revise specifications, product descriptions, and standards during the acquisition planning stage to enhance DOJ's procurement of EPEAT-registered products. Standards or specifications unrelated to performance or presenting barriers to procuring EPEAT products shall be revised or eliminated when reviewing or drafting procurement specifications. When revising DOJ specifications, a preference shall be expressed for EPEAT products, to the maximum extent practicable. Additionally, when two or more small businesses exist that can provide qualified EPEAT products as a prime contractor, the product should be set aside for small business. Furthermore, prime contractors should consider small businesses that can provide these products, as subcontractors.

#### **Contracting Officers**

DOJ's contracting officers shall ensure that additional applicable FAR clauses are inserted appropriately in all new solicitations and contracts, when FAR clauses are issued. Once appropriate provisions are included in the contract, the contractor shall comply with DOJ's ESP. It is the responsibility of DOJ contracting officials to ensure that: 1) FAR and ESP requirements are included when modifying existing IT contracts and, 2) appropriate new contracts contain EO 13423 compliance provisions. Related procurement policy shall be provided to DOJ's contractors through the Justice Acquisition Regulation. DOJ contracting officers shall ensure that contractors are familiar with all applicable EO 13423 requirements contained in their contracts.

## **APPENDIX C SAMPLE CONTRACT LANGUAGE FOR EPEAT**

### **EPEAT**

The contracting officers shall review with appropriate contractors their role in the procurement of EPEAT-registered products during the initial contract signing period and shall reinforce with the contractor the requirements of the Executive Order 13423 when appropriate during subsequent meetings and correspondence.

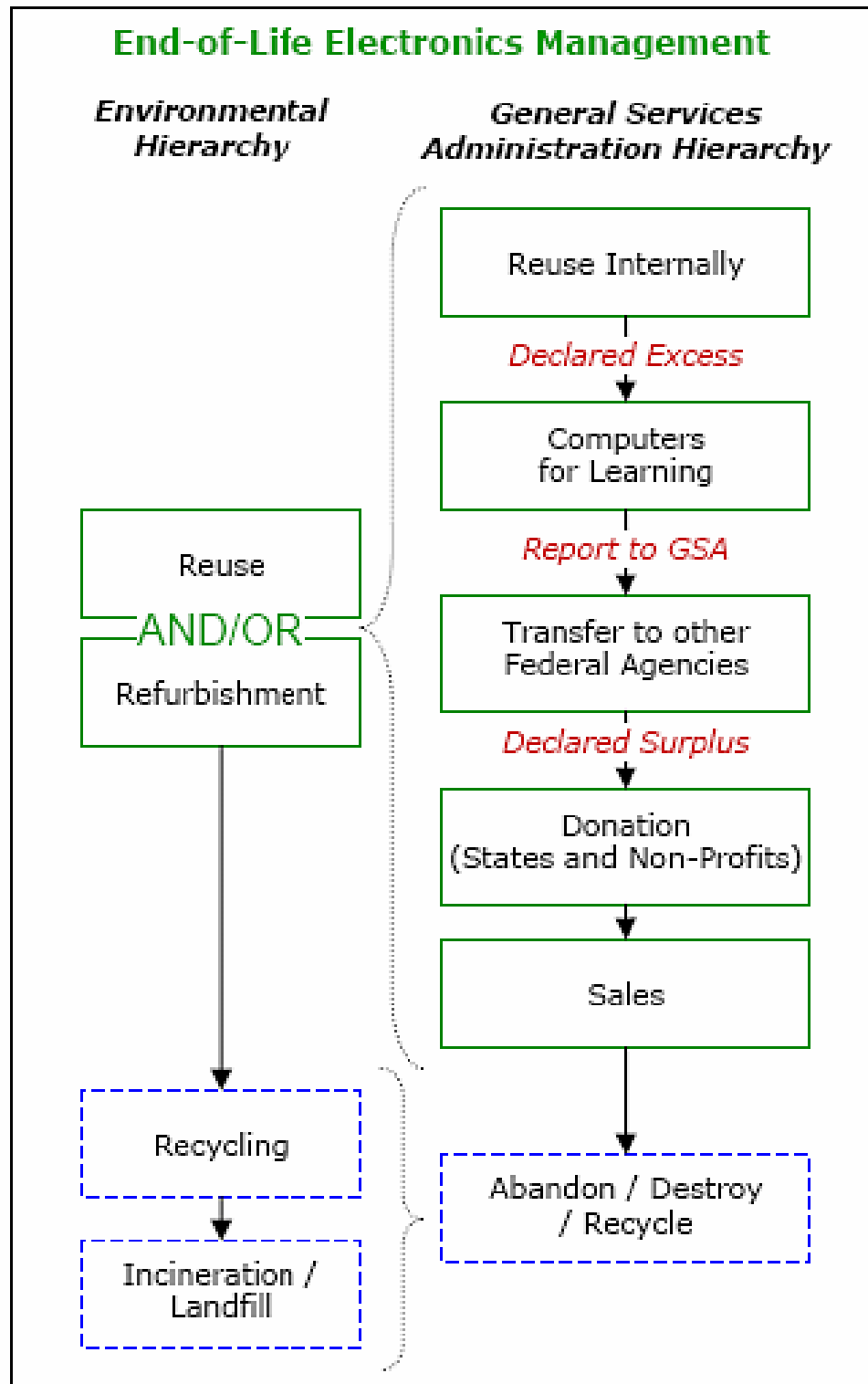
All desktops, laptops, and computer monitors provided under this contract are required to have achieved Silver registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT). EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select desktop computers, laptops, and monitors based upon their environmental attributes as specified in the consensus-based International Electrical and Electronics Engineers (IEEE) Standard for the Environmental Assessment of Personal Computer Products (IEEE 1680-2006<sup>1</sup>).

Additional consideration will be provided for products that have achieved EPEAT Gold registration. The registration criteria and a list of all registered equipment are provided at <http://www.epeat.net>.

---

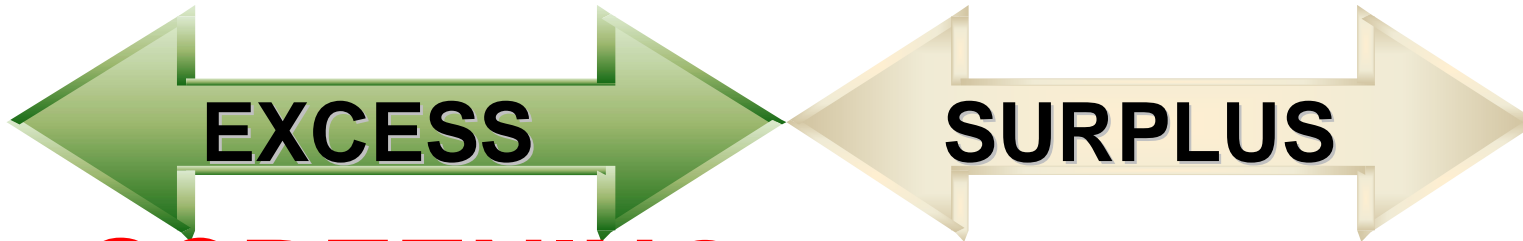
<sup>1</sup> IEEE Standard 1680-2006 provides a set of environmental performance criteria for laptop computers, desktop computers, and computer monitors. This Standard includes key concepts and implementation procedures relating to reduction or elimination of environmentally sensitive materials, materials selection, design for end of life, life cycle extension, energy conservation, end of life management, corporate performance, and packaging. The Standard provides a measure of environmental leadership in product design, manufacture, service, and end-of-life management. In addition, it defines the methods by which manufacturers may declare such products as conforming with the Standard and by which such conformance may be verified. It is intended for use by institutional purchasers to select personal computer products, and by product manufacturers who wish to sell such products. There are three levels of conformance with this Standard. To achieve the first level (Bronze), the product shall conform to all of the 23 required environmental criteria. To achieve the second level (Silver), the product shall conform to all of the required criteria plus at least 50 percent of the 28 optional criteria, and to achieve the third level (Gold) the product shall conform to all the required criteria and at least 75 percent of the optional criteria. It is intended that this Standard shall be a baseline for further environmental standards for additional electronic products and shall be updated and revised on a periodic basis to continue to set a higher performance standard for electronic products.

**APPENDIX D  
END-OF-LIFE ELECTRONICS MANAGEMENT  
UNDER THE FEDERAL MANAGEMENT REGULATION**



**APPENDIX E  
FEDERAL DISPOSITION PROCESS TIMELINE**

# FEDERAL DISPOSITION PROCESS

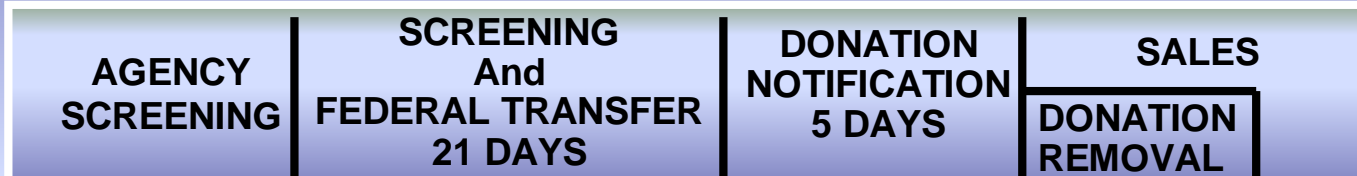


## SCREENING

**AAMS**

**GSA** *GSAXcess™*  
U.S. General Services Administration

**GSA** *GSA Auctions®*  
General Services Administration  
Government Site for Auctions



Internal  
Agencies/Bureaus  
Of your Department

Federal Agencies  
Cost Reimbursable Contractors  
Grantees  
Public Airports  
State Agencies for Surplus Property  
Nonprofit Educational & Public  
Health Activities  
Service Educational Activities

## **APPENDIX F**

### **WEBSITES FOR THE THREE LIFE-CYCLE PHASES**

#### **Acquisition**

EPEAT - <http://www.epeat.net/>

Federal Electronics Challenge (FEC) -

<http://www.federalelectronicschallenge.net/resources/aquisit.htm>

RoHS Directive (reduction in certain hazardous materials in electronics-European Union) -

[http://europa.eu.int/eur-lex/pri/en/oj/dat/2003/l\\_037/l\\_03720030213en00190023.pdf](http://europa.eu.int/eur-lex/pri/en/oj/dat/2003/l_037/l_03720030213en00190023.pdf)

My Green Electronics - <http://www.mygreenelectronics.org/>

#### **Operations and Maintenance**

Energy Star® - [http://www.energystar.gov/index.cfm?c=fed\\_agencies.power\\_mgmt](http://www.energystar.gov/index.cfm?c=fed_agencies.power_mgmt)

Federal Management Regulation – [www.gsa.gov/fmr](http://www.gsa.gov/fmr)

FEC - <http://www.federalelectronicschallenge.net/resources/opmain.htm>

Excess Property - <http://gsaccess.gov/>

#### **End-of-Life Management**

Computers for Learning - <http://computersforlearning.gov/>

State Agencies for Surplus Property (eligible for donation): [www.gsa.gov/sasp](http://www.gsa.gov/sasp)

Sales – <http://gsaauctions.gov/>

Plug-In to eCycling Partners - <http://www.epa.gov/epaoswer/osw/consERVE/plugin/partners.htm>

UNICOR – [www.unicor.gov/recycling/](http://www.unicor.gov/recycling/)

FEC - <http://www.federalelectronicschallenge.net/resources/eolmngt.htm>

WEEE Directive (promotion of recycling of electronics-European Union) -

[http://europa.eu.int/eur-lex/pri/en/oj/dat/2003/l\\_037/l\\_03720030213en00240038.pdf](http://europa.eu.int/eur-lex/pri/en/oj/dat/2003/l_037/l_03720030213en00240038.pdf)



## **APPENDIX G DEFINITIONS**

Chain of Custody: Documentation showing the control and movement of an electronic product throughout the end-of-life phase

Disposition: The process of reassigning, screening, transferring, donating, selling, dismantling, cannibalizing, and recycling personal property

Donation: Property that the Federal Government gives to a qualified non-Federal organization. Excess personal property becomes available for donation the day following the surplus release date

Electronic Products: Devices that are dependent on electric currents or electromagnetic fields in order to work properly

End-of-life: The point in time when electronic equipment is no longer needed by the Federal government; the life-cycle phase after transfer starting with donation

Excess (property): Any personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee

Life-cycle phases: 1) acquisition, 2) operation and maintenance, and 3) end-of-life

Personal Property: Any assets, except real property, under the control of any Federal agency

Real Property: The land, together with the improvements, structures, and fixtures located thereon under the control of any Federal agency

Recycling: The series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion

Reassignment: Relocating personal property from one activity to another, within the same Federal agency, for the purpose of reuse

Reuse: Removing or recovering components or systems of components from the whole product, and putting the components or systems of components back into productive use

Salvage: Property that has value greater than its basic material content but for which repair or rehabilitation is clearly impractical and/or uneconomical

Scrap: Property that has no value except for its basic material content

Screening: The process of physically inspecting property or reviewing lists or reports of property to determine whether property is usable or needed for donation purposes

Screening Period: The time in which excess and surplus personal property is made available for excess transfer or surplus donation to eligible recipients

Surplus (property): Excess personal property no longer required by the Federal agencies as determined by GSA

Surplus release date: The date on which Federal utilization screening of excess personal property has been completed

Take-back: A service provided by the manufacturer by which the product can be returned for reuse or recycling with no more than 10 percent of the returned material going to disposal or incineration

Transfer: The relocation of excess personal property from one Federal agency to another for the purpose of reuse. DOJ can also transfer excess personal property to eligible institutions of higher learning (see Appendix I).

## APPENDIX H ACRONYMS

<b>ANSI</b>	<b>American National Standards Institute</b>
<b>APP</b>	<b>Affirmative Procurement Program</b>
<b>ASA</b>	<b>Assistant Secretary for Administration</b>
<b>BPA</b>	<b>Blanket Purchase Agreement</b>
<b>CAO</b>	<b>Chief Acquisition Officer</b>
<b>CEPO</b>	<b>Centralized Excess Property Operation</b>
<b>CEQ</b>	<b>Council on Environmental Quality</b>
<b>CIO</b>	<b>Chief Information Officer</b>
<b>CPG</b>	<b>Comprehensive Procurement Guidelines</b>
<b>CTC</b>	<b>Closing the Circle</b>
<b>DA</b>	<b>Departmental Administration</b>
<b>DOJPMR</b>	<b>DOJ Property Management Regulations</b>
<b>EED</b>	<b>Energy and Environment Division</b>
<b>EMS</b>	<b>Environmental Management System</b>
<b>EO</b>	<b>Executive Order</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPEAT</b>	<b>Electronic Product Environmental Assessment Tool</b>
<b>ESP</b>	<b>Electronics Stewardship Plan</b>
<b>FAR</b>	<b>Federal Acquisition Regulation</b>
<b>FEC</b>	<b>Federal Electronics Challenge</b>
<b>FEE</b>	<b>Federal Environmental Executive</b>
<b>FEMP</b>	<b>Federal Energy Management Program</b>
<b>FESWG</b>	<b>Federal Electronics Stewardship Working Group</b>
<b>FMR</b>	<b>Federal Management Regulation</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>IAER</b>	<b>International Association of Electronics Recyclers</b>
<b>IDIQ</b>	<b>Indefinite Delivery, Indefinite Quantity (contract)</b>
<b>IEEE</b>	<b>Institute of Electrical and Electronics Engineers</b>
<b>ISO</b>	<b>International Organization for Standardization</b>
<b>IT</b>	<b>Information Technology</b>
<b>JAR</b>	<b>DOJ Acquisition Regulation</b>
<b>OCIO</b>	<b>Office of the Chief Information Officer</b>
<b>OFEE</b>	<b>Office of the Federal Environmental Executive</b>
<b>OFPP</b>	<b>Office of Federal Procurement Policy</b>
<b>OMB</b>	<b>Office of Management and Budget</b>
<b>OPPM</b>	<b>Office of Procurement and Property Management</b>
<b>RoHS:</b>	<b>Restriction On the use of certain Hazardous Substances in electrical and electronic equipment (European Union directive)</b>
<b>SPE</b>	<b>Senior Procurement Executive</b>
<b>UNICOR</b>	<b>Federal Prison Industries</b>
<b>WEEE</b>	<b>Waste Electrical and Electronic Equipment</b>